

**BOARD OF SUPERVISORS
DEPARTMENT 5
SUMMARY OF APPROPRIATION
Fiscal Year 2002 - 2003**

ADMINISTERED BY:

BOARD OF SUPERVISORS

| FUNDS | 2001-2002 | | 2002-2003 | |
|---|------------------|---------------------|-------------------|---------------------|
| | Actual | Alloc. Positions | Adopted Budget | Alloc. Positions |
| GENERAL FUND | | | | |
| 10010 Board of Supervisors | \$ 987,182 | 15 | \$ 1,261,859 | 15 |
| 10020 Clerk to the Board of Supervisors | \$ 308,540 | 7 | \$ 430,456 | 7 |
| Subtotal General Fund | \$ 1,295,722 | 22 | \$ 1,692,315 | 22 |
| TOTAL | \$ 1,295,722 | 22 | 1,692,315 | 22 |

BOARD OF SUPERVISORS

GENERAL FUND 100 — 10010
Ted Gaines, Chairman, Board of Supervisors

| Budget Category | Actual 2000-01 | Actual 2001-02 | Department Requested 2002-03 | CEO Rec 2002-03 | Rec Change % | BOS Adopted 2002-03 |
|----------------------|-------------------|-------------------|------------------------------------|--------------------|--------------------|---------------------------|
| Salaries & Benefits | \$ 547,492 | \$ 794,741 | \$ 970,080 | \$ 969,374 | 22% | \$ 969,374 |
| Services & Supplies | \$ 230,514 | \$ 224,279 | \$ 281,125 | \$ 278,681 | 24% | \$ 288,681 |
| Other Charges | \$ - | \$ - | \$ - | \$ - | 0% | \$ - |
| Fixed Assets | \$ - | \$ - | \$ - | \$ - | 0% | \$ - |
| Other Financing Uses | \$ - | \$ - | \$ - | \$ - | 0% | \$ - |
| Chgs from Depts | \$ 6,691 | \$ 3,426 | \$ 3,804 | \$ 3,804 | 11% | \$ 3,804 |
| Gross Budget | \$ 784,697 | \$ 1,022,446 | \$ 1,255,009 | \$ 1,251,859 | 22% | \$ 1,261,859 |
| Less: Chrgs to Depts | \$ - | \$ (35,264) | \$ - | \$ - | -100% | \$ - |
| Net Budget | \$ 784,697 | \$ 987,182 | \$ 1,255,009 | \$ 1,251,859 | 27% | \$ 1,261,859 |
| Less: Revenues | \$ (63,746) | \$ (21,274) | \$ - | \$ - | -100% | \$ - |
| Net County Cost | \$ 720,951 | \$ 965,908 | \$ 1,255,009 | \$ 1,251,859 | 30% | \$ 1,261,859 |
| Alloc. Positions | 13 | 15 | 15 | 15 | 0% | 15 |

Mission and Major Programs

As elected representatives of the people of Placer County, the Board of Supervisors provides county government with the necessary public input for responsive legislative policy making.

To accomplish this mission, the department has identified the following program service efforts, related costs and number of allocated positions:

| MAJOR PROGRAM SERVICE EFFORT | 2001-02 APPROP. | ALLOC POS. | 2002-03 REQ. BGT. | REQ. POS. | REQ. \$ CHANGE | REQ. POS. CHG. |
|---|--------------------|---------------|----------------------|--------------|-------------------|-------------------|
| 1. Provide Legislative Policy | \$135,027 | 2.00 | \$167,334 | 2.00 | \$32,307 | 0.00 |
| 2. Serve As Liaison Between Citizens And County Government | 303,811 | 4.50 | 376,503 | 4.50 | 72,691 | 0.00 |
| 3. Represent The People And Government Of Placer County | 168,784 | 2.50 | 209,168 | 2.50 | 40,384 | 0.00 |
| 4. Provide Staff Support To Municipal Advisory Councils And Area Forums | 202,541 | 3.00 | 251,002 | 3.00 | 48,461 | 0.00 |
| 5. Staff Support To The Assessment Appeals Board | 6,751 | 0.10 | 8,367 | 0.10 | 1,615 | 0.00 |
| 6. Staff Support - Correspondence | 67,514 | 1.00 | 83,667 | 1.00 | 16,154 | 0.00 |
| 7. Staff Support - Meetings | 67,514 | 1.00 | 83,667 | 1.00 | 16,154 | 0.00 |
| 8. Administrative Support | 60,762 | 0.90 | 75,301 | 0.90 | 14,538 | 0.00 |
| GROSS BUDGET TOTAL | \$1,012,704 | 15.00 | \$1,255,009 | 15.00 | \$242,305 | 0.00 |

BOARD OF SUPERVISORS 100 - 10010

Recommended Expenditures

Recommended expenditures have increased primarily due to full-year salary and benefit costs for positions added during FY 01-02, salary and benefit cost-of-living and merit adjustments for staff, and other increases required for services and supplies.

Departmental Concurrence or Appeal

The Administrative Officer to the Board of Supervisors concurs with the recommended budget.

Final Budget Changes from the Proposed Budget

Funding was included for office space rent and other operating expenses (\$10,000).

Board of Supervisors

General Fund

Fund: 100

Subfund: 0

Appropriation: 10010

| Budget Category (1) | Actual 2000-01 (2) | Actual 2001-02 (3) | Dept Req 2002-03 (4) | CEO Rec 2002-03 (5) | BOS Adopted 2002-03 (6) |
|---------------------------------------|--------------------------|--------------------------|----------------------------|---------------------------|----------------------------------|
| Salaries & Benefits | | | | | |
| 1002Salaries and Wages | 463,284 | 668,368 | 735,369 | 742,815 | 742,815 |
| 1005Overtime & Call Back | 302 | 99 | 28,522 | 28,522 | 28,522 |
| 1006Sick Leave Payoff | | 4,360 | | | |
| 1300P.E.R.S. | 21,137 | 34,480 | 65,273 | 54,930 | 54,930 |
| 1301F.I.C.A. | 33,536 | 48,221 | 56,256 | 57,400 | 57,400 |
| 1310Employee Group Ins | 25,896 | 34,437 | 77,748 | 78,513 | 78,513 |
| 1315Workers Comp Insurance | 3,337 | 4,776 | 6,912 | 7,194 | 7,194 |
| Total Salaries & Benefits | 547,492 | 794,741 | 970,080 | 969,374 | 969,374 |
| Services & Supplies | | | | | |
| 2050Communications - Radio | | 7,048 | | 12,000 | 12,000 |
| 2051Communications - Telephone | 36,771 | 45,804 | 50,500 | 42,000 | 42,000 |
| 2290Maintenance - Equipment | 681 | 1,093 | 300 | 1,000 | 1,000 |
| 2291Maintenance - Computer Equip | | | 261 | 261 | 261 |
| 2439Membership/Dues | 1,482 | 2,671 | 2,675 | 2,675 | 2,675 |
| 2511Printing | 8,038 | 12,594 | 12,000 | 11,000 | 11,000 |
| 2522Other Supplies | 1,367 | 133 | 7,611 | 8,000 | 8,000 |
| 2523Office Supplies & Exp | 11,621 | 9,640 | 6,240 | 7,500 | 7,500 |
| 2524Postage | 7,249 | 6,822 | 5,993 | 6,000 | 6,000 |
| 2550Administration | 8,956 | 10,175 | 14,400 | 14,400 | 14,400 |
| 2555Prof/Spec Svcs - Purchased | 27,048 | 30,030 | 38,757 | 38,757 | 38,757 |
| 2709Rents & Leases - Computer SW | 2,664 | 3,198 | 5,000 | 5,000 | 5,000 |
| 2710Rents & Leases - Equipment | | 34,068 | 17,500 | 8,000 | 8,000 |
| 2711Rents & Leases - Auto | | 3,740 | 54,200 | 54,200 | 54,200 |
| 2727Rents & Leases - Bldgs & Impr | 120 | 75 | 500 | 500 | 500 |
| 2770Fuels & Lubricants | 963 | 3,943 | 6,000 | 4,000 | 4,000 |
| 2840Special Dept Expense | 63,756 | 5,334 | 6,788 | 6,788 | 16,788 |
| 2844Training | | | 700 | 700 | 700 |
| 2931Travel & Transportation | 48,826 | 39,549 | 39,400 | 45,400 | 45,400 |
| 2932Mileage | 9,877 | 5,575 | 3,000 | 4,000 | 4,000 |
| 2939Commission Reimbursements | 481 | 2,417 | 5,500 | 4,000 | 4,000 |
| 2941County Vehicle Mileage | 614 | 370 | 3,800 | 2,500 | 2,500 |
| Total Services & Supplies | 230,514 | 224,279 | 281,125 | 278,681 | 288,681 |
| Charges From Departments | | | | | |
| 5051I/T - Communications | 36 | | | | |
| 5291I/T Maintenance - Computer Equipn | | | 3,246 | 3,246 | 3,246 |
| 5552I/T - MIS Services | 255 | 340 | | | |
| 5556I/T - Professional Services | 565 | | | | |
| 5840I/T Special Dept Expense | 5,785 | 3,086 | 558 | 558 | 558 |
| 5844I/T Training | 50 | | | | |
| Total Charges From Departments | 6,691 | 3,426 | 3,804 | 3,804 | 3,804 |
| Gross Budget | 784,697 | 1,022,446 | 1,255,009 | 1,251,859 | 1,261,859 |
| Less: Charges to Departments | | | | | |
| 5002I/T - County General Fund | | (35,264) | | | |
| Total Charges to Departments | | (35,264) | | | |
| Net Budget | 784,697 | 987,182 | 1,255,009 | 1,251,859 | 1,261,859 |
| Less: Revenues | | | | | |
| 7234State Aid - Mandated Costs | (63,746) | (21,274) | | | |
| Total Revenues | (63,746) | (21,274) | | | |
| Net County Cost | 720,951 | 965,908 | 1,255,009 | 1,251,859 | 1,261,859 |

CLERK OF THE BOARD

GENERAL FUND 100 — 10020
Ted Gaines, Chairman, Board of Supervisors

| Budget Category | Actual 2000-01 | Actual 2001-02 | Department Requested 2002-03 | CEO Rec 2002-03 | Rec Change % | BOS Adopted 2002-03 |
|----------------------|-------------------|-------------------|------------------------------------|--------------------|--------------------|---------------------------|
| Salaries & Benefits | \$ 224,299 | \$ 256,713 | \$ 378,057 | \$ 313,140 | 22% | \$ 346,841 |
| Services & Supplies | \$ 52,016 | \$ 51,112 | \$ 89,736 | \$ 80,615 | 58% | \$ 83,615 |
| Other Charges | \$ - | \$ - | \$ - | \$ - | 0% | \$ - |
| Fixed Assets | \$ - | \$ - | \$ - | \$ - | 0% | \$ - |
| Other Financing Uses | \$ - | \$ 915 | \$ - | \$ - | -100% | \$ - |
| Chgs from Depts | \$ 218 | \$ - | \$ - | \$ - | 0% | \$ - |
| Gross Budget | \$ 276,533 | \$ 308,740 | \$ 467,793 | \$ 393,755 | 28% | \$ 430,456 |
| Less: Chrgs to Depts | \$ (11,289) | \$ (200) | \$ - | \$ - | -100% | \$ - |
| Net Budget | \$ 265,244 | \$ 308,540 | \$ 467,793 | \$ 393,755 | 28% | \$ 430,456 |
| Less: Revenues | \$ (146,616) | \$ (23,502) | \$ (20,372) | \$ (13,145) | -44% | \$ (13,145) |
| Net County Cost | \$ 118,628 | \$ 285,038 | \$ 447,421 | \$ 380,610 | 34% | \$ 417,311 |
| Alloc. Positions | 7 | 7 | 7 | 7 | 0% | 7 |

Mission and Major Programs

To provide, index and maintain documents and information to board members for productive Board of Supervisors' meetings; to perform clerical work to implement actions taken; to assist County departments and the public with research; to maintain information on Board appointed committees; receive, process and record assessment appeals; and to provide central, County telephone and information services to the public.

To accomplish this mission, the department has identified the following major program service efforts, related costs and number of allocated positions:

| MAJOR PROGRAM SERVICE EFFORT | | 2001-02 APPROP. | ALLOC POS. | 2002-03 REQ. BGT. | REQ. POS. | REQ. \$ CHANGE | REQ. POS. CHG. |
|---------------------------------|------------------------------|--------------------|---------------|----------------------|--------------|-------------------|-------------------|
| 1. | Agenda Prep/Staffing of Mtgs | \$158,847 | 3.25 | \$217,189 | 3.25 | \$58,342 | 0.00 |
| 2. | Clerical Support | 87,977 | 1.80 | 120,290 | 1.80 | 32,313 | 0.00 |
| 3. | Telephone/Information | 53,764 | 1.10 | 73,510 | 1.10 | 19,747 | 0.00 |
| 4. | Assessment Appeals Support | 41,545 | 0.85 | 56,803 | 0.85 | 15,259 | 0.00 |
| GROSS BUDGET TOTAL | | \$342,132 | 7.00 | \$467,793 | 7.00 | \$125,661 | 0.00 |

Fiscal and Policy Issues

The recommended budget includes funding to backfill the position of Clerk of the Board during FY 2002-03, due to the incumbent's planned use of accumulated leave for retirement credit.

CLERK OF THE BOARD 100 - 10020

Performance Indicators & Measures

| MAJ. PGM. NO. | WORKLOAD/PERFORMANCE INDICATOR & MEASURE | UNIT OF MEAS. | 2000-01 PR. YR. ACTUAL | 2001-02 CURR. YR. EST. | 2002-03 REQ. BGT. EST. | 2002-03 REQ. BGT. \$'S | 2002-03 REQ. POSIT. |
|---------------|---|---------------|------------------------|------------------------|------------------------|------------------------|---------------------|
| 1. | No. of Agenda Items Processed | QNTY | 1,500 | 1,500 | 1,500 | \$217,189 | 3.25 |
| | Cost per Agenda Item | Dollars | \$107.69 | \$105.90 | \$144.79 | | |
| 2. | No. of Resolutions, Ordinances and Agreements Processed | QNTY | 1,687 | 1,750 | 1,750 | \$120,290 | 1.80 |
| | Cost per Document | Dollars | \$53.03 | \$50.27 | \$68.74 | | |
| 3. | No. of Central County Switchboard Calls Answered | QNTY | 62,000 | 62,000 | 62,000 | \$73,510 | 1.10 |
| | Cost per Call | Dollars | \$0.88 | \$0.87 | \$1.19 | | |
| 4. | No. of Assessment Appeals Filed | QNTY | 450 | 450 | 450 | \$56,803 | 0.85 |
| | Cost per Appeal | Dollars | \$93.89 | \$92.32 | \$126.23 | | |

Recommended Expenditures

Recommended expenditures have increased as the result of approved salary and benefits increases and due to the retirement costs and backfill funding for the Clerk to the Board of Supervisors. Two of the seven positions allocated to this budget are not currently funded. Due to increased workload the Clerk of the Board has requested additional funding for the vacant, previously unfunded administrative clerk. This request is recommended if funding is available, with the other clerical position to remain unfunded at this time. General office expenditures are budgeted to decrease slightly from the current fiscal year, based on present needs.

Recommended Cost Transfers and Revenues

Revenues received in this budget include funds for the preparation of written findings of fact and a share of administrative fees from special districts and cities for property tax administration. In addition, this budget should continue to receive revenue for miscellaneous services including copying charges and reimbursement of costs for state mandate (SB-90) claims related to the Open Meetings Act. Revenues have been decreased to reflect current levels.

Recommended if Funding is Available

Recommended if funding is available is \$25,795 to fund one vacant administrative clerk position.

Final Budget Changes from the Proposed Budget

With the adoption of the County's Final Budget, management oversight for this appropriation has been transferred to the Administrative Officer to the Board of Supervisors. Funding for the position in the Recommended if Funding is Available section and other operations were included with final adjustments (\$36,701).

Clerk of the Board

General Fund

Fund: 100

Subfund: 0

Appropriation: 10020

| Budget Category (1) | Actual 2000-01 (2) | Actual 2001-02 (3) | Dept Req 2002-03 (4) | CEO Rec 2002-03 (5) | BOS Adopted 2002-03 (6) |
|----------------------------------|--------------------------|--------------------------|----------------------------|---------------------------|----------------------------------|
| Salaries & Benefits | | | | | |
| 1001Employee Paid Sick Leave | 1,152 | | | | |
| 1002Salaries and Wages | 179,427 | 206,902 | 270,473 | 218,913 | 246,223 |
| 1003Extra Help | | | 300 | 300 | 300 |
| 1005Overtime & Call Back | | 472 | 770 | 770 | 770 |
| 1006Sick Leave Payoff | | | 28,834 | 28,834 | 28,834 |
| 1300P.E.R.S. | 12,306 | 14,317 | 24,343 | 18,584 | 22,160 |
| 1301F.I.C.A. | 13,639 | 15,824 | 20,691 | 19,035 | 18,836 |
| 1310Employee Group Ins | 16,483 | 17,706 | 30,104 | 24,365 | 27,404 |
| 1315Workers Comp Insurance | 1,292 | 1,492 | 2,542 | 2,339 | 2,314 |
| Total Salaries & Benefits | 224,299 | 256,713 | 378,057 | 313,140 | 346,841 |
| Services & Supplies | | | | | |
| 2050Communications - Radio | | 3,328 | | | |
| 2051Communications - Telephone | 5,672 | 10,218 | 14,414 | 14,500 | 14,500 |
| 2290Maintenance - Equipment | | 512 | 1,812 | 700 | 700 |
| 2291Maintenance - Computer Equip | 408 | 126 | 800 | 300 | 300 |
| 2439Membership/Dues | 203 | 284 | 1,000 | 1,000 | 1,000 |
| 2481PC Acquisition | | | | | 3,000 |
| 2511Printing | 10,476 | 11,705 | 15,000 | 15,000 | 15,000 |
| 2522Other Supplies | 2,171 | 1,422 | 3,500 | 4,000 | 4,000 |
| 2523Office Supplies & Exp | 2,535 | 3,781 | 6,000 | 6,000 | 6,000 |
| 2524Postage | 3,207 | 2,948 | 6,000 | 5,000 | 5,000 |
| 2527Prof Svcs A-87 Costs | | | 3,000 | | |
| 2554Commissioner's Fees | 1,500 | 1,500 | 2,000 | 2,500 | 2,500 |
| 2555Prof/Spec Svcs - Purchased | 4,726 | 3,447 | 15,000 | 10,000 | 10,000 |
| 2556Prof/Spec Svcs - County | 13,641 | (65) | 5,000 | 5,000 | 5,000 |
| 2701Publications & Legal Notices | 4,602 | 7,299 | 8,000 | 9,000 | 9,000 |
| 2709Rents & Leases - Computer SW | 1,572 | 1,591 | 1,000 | 1,615 | 1,615 |
| 2840Special Dept Expense | 61 | 32 | 2,090 | 1,000 | 1,000 |
| 2844Training | 130 | 100 | 1,500 | 1,000 | 1,000 |
| 2931Travel & Transportation | 491 | 2,410 | 1,020 | 2,750 | 2,750 |
| 2932Mileage | 469 | 258 | 1,000 | 750 | 750 |
| 2935Advisory /Comm Expenses | | | 1,000 | | |
| 2941County Vehicle Mileage | 152 | 216 | 600 | 500 | 500 |
| Total Services & Supplies | 52,016 | 51,112 | 89,736 | 80,615 | 83,615 |
| Other Financing Uses | | | | | |
| 3551Transfer Out A-87 Costs | | 915 | | | |
| Total Other Financing Uses | | 915 | | | |
| Charges From Departments | | | | | |
| 5556I/T - Professional Services | 218 | | | | |
| Total Charges From Departments | 218 | | | | |
| Gross Budget | 276,533 | 308,740 | 467,793 | 393,755 | 430,456 |
| Less: Charges to Departments | | | | | |
| 5002I/T - County General Fund | (11,289) | (200) | | | |
| Total Charges to Departments | (11,289) | (200) | | | |
| Net Budget | 265,244 | 308,540 | 467,793 | 393,755 | 430,456 |

Clerk of the Board

General Fund

Fund: 100

Subfund: 0

Appropriation: 10020

| Budget Category (1) | Actual 2000-01 (2) | Actual 2001-02 (3) | Dept Req 2002-03 (4) | CEO Rec 2002-03 (5) | BOS Adopted 2002-03 (6) |
|----------------------------------|--------------------------|--------------------------|----------------------------|---------------------------|----------------------------------|
| Less: Revenues | | | | | |
| 7234 State Aid - Mandated Costs | (145,020) | (2,700) | (7,345) | (2,345) | (2,345) |
| 8095 SB2557-Tax Admin Fee-Distri | (461) | (516) | (6,299) | (6,300) | (6,300) |
| 8096 SB2557-Tax Admin Fee-Cities | (249) | (273) | (3,475) | (3,475) | (3,475) |
| 8145 Court Fees/Costs | (190) | | (2,099) | | |
| 8215 Administrative Services | (350) | (310) | (525) | (525) | (525) |
| 8218 Forms and Photocopies | (346) | (429) | (629) | (500) | (500) |
| 8764 Miscellaneous Revenues | | (19,274) | | | |
| Total Revenues | (146,616) | (23,502) | (20,372) | (13,145) | (13,145) |
| Net County Cost | 118,628 | 285,038 | 447,421 | 380,610 | 417,311 |